



SONIGA K

E-Mail Id:

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Contact No:

+971504036970

Date of Birth:

5th FEB 1997

Gender:

Female

Marital Status:

MARRIED

Visa Status:

Husband Visa

Languages Known:

- English
- Malayalam
- Tamil

Address:

Sharjah, UAE

Passport no:

V6650014

OBJECTIVE

Seeking a challenging position which will enable me to continuously learn, create, innovate and simultaneously contribute to the short and long term goals of the organization effectively using technological and managerial skills.

WORK EXPERIENCE

12/2017_01/2019

ACCOUNTANT - BEACON EDUCATION IELTS CENTRE

Responsibilities:

- Post and process data entries to ensure all business transactions are recorded.
- Review and processed invoices.
- Preparing Petty cash
- General accounting works
- Preparing of trial balance
- Preparing financial statements
- Answer phones, emails, and conduct basic clerical work
- Maintain Accounts payable and Accounts receivables.

02/2019 - 12/2021

ADMINISTRATIVE ASSISTANT– Dr. Shaji's Mri & Medical Research Centre Pvt Ltd

Responsibilities:

- Interview patients for case histories prior to appointments
- Update and maintain patient's health records
- Assist patients with initial paperwork
- Schedule and coordinate appointments
- Use medical software to support all transactions
- Manage receivable and payable accounts and maintain financial records
- Answer patient's queries and ensure quality customer service
- Ensure compliance with procedures

SKILLS:

- Microsoft Word
- Excel
- Tally ERP 9
- Internet Browsing

EDUCATION

Bachelor of commerce - University of Kannur ,
Kerala -2017

HSE - Sacred heart girls higher secondary
school,Kerala -2014

CERTIFICATION

ADCFA-Advanced Diploma in Computerized
Financial Accounting (Tally, Quick books, Peachtree
,Microsoft Office With specialization in Excel and

CORE COMPETENCIES

- Communication and Leadership
- Flexible and Adaptable
- Motivated, persuasive and goal oriented
- Excellent negotiation and problem solving skills
- Time Management
- Can quickly learn in a consultative and complex industry
- Quick learner of new things, hardworking and enthusiastic

Declaration

I hereby declare that the above mentioned information is to the best of my knowledge and belief.

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